

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **TAX AUDIT SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and participate in professional auditing operations; to audit accounts and records of municipal departments and private firms to determine compliance with established policies, procedures, provisions and ordinances; to conduct property tax audits; and to provide technical staff assistance to the Tax and License Administrator.

### **Supervision Received and Exercised:**

Receives direction from the Tax and License Administrator or from other supervisory or management staff.

Exercises direct supervision over lower level professional and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Establish and implement audit goals and objectives; direct and participate in audits to determine the tax liability of business firms; assist attorneys and management with changing codes and ordinances.
- Make field auditing work assignments including the selection of accounts for audits; review audit reports prior to the issuance of debit vouchers for unpaid taxes; supervise the follow-up and collection of delinquent accounts.

*Effective November 1988*

*Revised May 2000*

*Revised Nov 2001 (range adjustment)*

## CITY OF TEMPE

### Tax Audit Supervisor (continued)

- Audit or arrange for audit of books and records of concessionaires and contractors working under agreements with the City; determine violations and noncompliance; detect and explain significant account irregularities; recommend effective corrective measures.
- Examine departmental accounts and records for proper authorizations, certifications and distribution of charges; review journal vouchers and statements.
- Maintain liaison with other public jurisdictions and other City departments concerned with the City tax policies.
- Conduct special audits or investigations as requested; coordinate and review year-end inventories.
- Answer questions and provide information to the public; interpret tax codes and ordinances for taxpayers.
- Participate in a variety of finance and council meetings as necessary.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of increasingly responsible experience in accounting and auditing work, including work in a municipal or public agency.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or auditing or a related field.

#### **Licenses/Certifications:**

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

*Effective November 1988*

*Revised May 2000*

*Revised Nov 2001 (range adjustment)*

CITY OF TEMPE

Tax Audit Supervisor (continued)

**Job Code: 2020**

**Salary Range: 42**

**Compensation Plan: P40/Regular**

**FLSA: Exempt**

*Effective November 1988*

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